



Recruitment and Selection Policy

TITLE	Recruitment and Selection
SUBJECT	Recruitment and selection process
OWNER	Robin Davis
DOCUMENT & VERSION NUMBER	1103440 v 10
IMPLEMENTATION DATE	April 1997
REVIEW DATE	December 2021
RELATED POLICIES	Single Equality Scheme Dignity at Work Policy Equality and Diversity Policy Statement

Recruitment and Selection

The Commission's recruitment and selection policy flows from its overall objectives and management plans. It also takes account of external influences, trends, and foreseeable change for the organisation. It complies with relevant legislation and codes of practice.

The Commission carries out the selection of people for appointment "on merit on the basis of fair and open competition." The following three elements will be met:

- **Merit** means the appointment of the best available person judged against the essential criteria for the role. No one should be appointed to a job unless they are competent to do it and the job must be offered to the person who would do it best.
- **Fair** means there must be no bias in the assessment of candidates. Selection processes must be objective, impartial and applied consistently.
- **Open** means that job opportunities must be advertised publicly. Potential candidates must be given reasonable access to information about the job and its requirements, and about the selection process. In open competitions anyone who wishes must be allowed to apply.

Recruitment and Selection

The Commission will adhere to a set of principles for recruitment and selection which will ensure fair and open competition and selection on merit. They are:

- a) Prospective applicants for employment will be given equal and reasonable access to adequate information about the job and its requirements, and about the selection process.
 - This principle is intended to create a fair and open field of competition at the start of the selection process and sustaining it through to the final decision.
 - Any advertisements and supporting literature will together say what the job involves, give details of the location and salary, and include a description of the qualifications, skills, experience and personal qualities needed. It will also outline the selection process.
 - Reasonable time will be allowed for applications to be completed after advertisement. The list will not be closed early simply because of the volume of applications.

- b) Applicants will be considered equally on merit at each stage of the selection process.
- The information provided by candidates on the personal details and diversity monitoring forms will be removed from the application and will not be seen by those carrying out the sift or interviews as this information is not required for selection purposes.
 - As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.
- c) Selection will be based on relevant criteria applied consistently to all candidates.
- The purpose of setting criteria is to allow differentiation on a consistent and objective basis between candidates at each stage of the selection process. The criteria will be clearly relevant to the job. For example, the job specification will not include higher qualifications than are needed to do the job.
 - Selection criteria will be established at the outset and used consistently at each stage of the process. It is important they reflect the personal specification for the post provided for candidates.
- d) Selection techniques will be objective, reliable and subject to regular monitoring in order to guard against prejudice, discrimination and bias.
- Selection at all stages will be demonstrably fair and objective and unaffected by gender, race, disability and other irrelevant considerations.
 - Short listing and all selection decisions will be conducted by at least two people to guard against individual bias, who will be CCRC employees.
 - The choice of techniques at each stage of selection will be made by reference to the needs and requirements of the particular job. Sifting techniques, tests and exercises will be reputable, valid and good indicators of future performance. Those administering them will be trained as will all staff involved in the assessment process.
- e) Vacancy Advertising

In line with the Civil Service guidelines, vacancies will be advertised publicly and selection carried out on merit on the basis of Fair and Open competition. All recruitment is managed through Human Resources:

- Roles are advertised via Civil Service Jobs and the CCRC website for a minimum period of 2 weeks as well via CCRC social media channels. The DWP Find a Job website will also be used to advertise administrative vacancies.
 - Any recruitment not on merit on the basis of fair and open competition will be for a time-limited period of no more than two years (extendable only in exceptional circumstances).
- f) Equality of opportunity will apply throughout the recruitment and selection process in line with the equal opportunities policy of the Commission. The Commission's Policies are:

Single Equality Scheme
Dignity at Work Policy
Equality and Diversity Policy Statement

Advice on Recruitment and Selection Issues

Responsibility for ensuring that recruitment and selection is conducted in accordance with this policy rests with the Head of Human Resources to whom all queries should be addressed in relation to advice or guidance.

Recruitment Requests

All requests for recruitment (both temporary and permanent) should be made by completing the Request for Recruitment form. Completed requests should be sent to the Head of Human Resources and will be considered by the Chief Executive and Senior Management Team.

Relocation

Relocation assistance may be considered for certain posts, to assist individuals to move to within a commutable distance. This will generally be for more senior posts and particularly where there is a difficulty in recruiting suitable candidates from the local area. Where relocation is to be offered then reference will be made in the recruitment literature.

Complaints

All candidates have a right of complaint to the Head of Human Resources at any stage of the recruitment process, who will appoint an independent investigator.

Complaints should be addressed to Robin Davis, Head of Human Resources at:
hr@ccrc.x.gsi.gov.uk

If the candidate remains dissatisfied following the outcome of their complaint they have the right to contact the Ministry of Justice to pursue it further. Recruitment records will be kept for 2 years. This will ensure that there is sufficient information to conduct an investigation if an applicant submits a complaint.